



LEIGHTON-LINSLADE TOWN COUNCIL

CONSULTATION PROCEDURE

SEPTEMBER 2011

1 Procedure for Local Consultations

- 1.1 For local consultations affecting the Parish of Leighton-Linslade or neighbouring areas, consultations should, in the first instance, be presented to the appropriate Committee or Sub-Committee, where it is possible to respond and meet the consultation deadline.
- 1.2 Should it not be possible to present the consultation to the appropriate Committee as the deadline would have expired, the Town Clerk will upload the consultation to the Town Council's website.
- 1.3 Councillors will be advised that the consultation has been received, and is available on the website.
- 1.4 The Town Clerk will advise Councillors that if they object to, or support, the consultation, they must advise the Town Clerk in writing, by a specified date.
- 1.5 If there are no comments to the consultation by the specified date, the consultation will be acknowledged and no comment made.
- 1.6 If there are one or more comments from any Town Councillor by the specified date in objection to the consultation, the Town Clerk will add the consultation to an agenda of any appropriate Committee or Sub-Committee.
- 1.7 If there is no scheduled meeting, an extraordinary meeting will be convened.
- 1.8 If there are one or more comments from any Town Councillor by the specified date in support of the consultation, no meeting need be convened. The Town Clerk has delegated authority to respond to "no objection" consultations on behalf of the Council.

2 Procedure for National Consultations

- 2.1 For national consultations, the Town Clerk will upload the consultation to the Town Council's website (or provide a link).

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- 2.2 Councillors will be advised that the consultation has been received, and is available on the website.
- 2.3 The Town Clerk will advise Councillors that if they object to or support the consultation or consider that the Town Council should make a response to the consultation, they must advise the Town Clerk in writing by a specified date.
- 2.4 If there are no comments to the consultation by the specified date, the consultation will be acknowledged and no comment made.
- 2.5 If there are one or more comments or requests from a Town Councillor in objection to the consultation by the specified date (or that the Town Council should consider the consultation), the Town Clerk will add the consultation to an agenda of any appropriate Committee or Sub-Committee (but preferably the Committee or Sub-Committee which would normally deal with the matter).
- 2.6 If there is no scheduled meeting, an extraordinary meeting will be convened.
- 2.7 If there are one or more comments from a Town Councillor in support of a consultation by the specified date, no meeting need be convened. The Town Clerk has delegated authority to respond to “no objection” consultations on behalf of the Town Council.

This policy was adopted by the Town Council on 26 September 2011.